

To: Minoli, Kevin[Minoli.Kevin@epa.gov]
From: Darwin, Henry
Sent: Tue 1/2/2018 6:31:07 PM
Subject: RE: FOIA Kaizen Event

Happy New Year! How about if I designate Becky as the process owner (i.e., the person responsible for the performance of the process) and we schedule the event for the week of February 5th?

Henry

From: Minoli, Kevin
Sent: Tuesday, January 2, 2018 8:19 AM
To: Darwin, Henry <darwin.henry@epa.gov>
Subject: Re: FOIA Kaizen Event

Henry- I know this will make me sound like a total government geek, but this is among the best Christmas gifts I received this year.

Just last week we provided formal notice to the unions and employees that the agency is proposing to move the FOIA Program from OEI to OGC by January 28th. At my meeting with employees in December I said that I saw this as an opportunity to change why people know about EPA's FOIA Program and what they say about . Right now, if people outside of EPA know about our FOIA Program it is almost exclusively because of the places where we are not living up to our legal obligations. We have a chance reorg, an influx of new staff, and now the LMS, to change the future to one where people know about our program because we lead the way in timely FOIA responses and have eliminated our historic backlog.

I would be happy to be the Executive Sponsor for this effort (or to assist Matt if he wants to fill the role once he arrives next week. In terms of timing, I want to flag one issue for you. Becky Dolph, currently runs the FOIA Expert Assistance Team (FEAT) and is going to serve as the Acting Director of the National FOIA Office after the reorg is complete.

Ex. 6 - Personal Privacy

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effects the timing of the event, if at all.

Thanks for selecting this as one of the additional projects. Kevin

Kevin S. Minoli
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On Dec 20, 2017, at 9:14 AM, Darwin, Henry <darwin.henry@epa.gov> wrote:

Kevin:

I wanted to let you know that I am planning a process improvement event/project for FOIA that will start in late January or early February. We will be using a contractor under my direction to conduct a lean kaizen event for the FOIA process. This event will be part of a larger project to deploy all elements of the new EPA Lean Management System (ELMS) around these processes. We now have an intranet site for the ELMS:
<http://intranet.epa.gov/lean/lms/index.html>

We will need to soon work out the logistics, including the identification of the team members who will be involved in the events. I would also ask that you be the Executive Sponsor (unless Matt would prefer to do it himself). This would mean kicking off the event (5 minutes max), receiving a report out at the end of the event (about an hour), and making any policy decisions along the way. Of course, you and Matt will be welcome to be part of the events as much as you'd like, and I would be more than happy to go over the schedule of the events in advance.

If you have any objections, comments, or questions, please let me know.

Thanks,

Henry